

# EOY DISTRICT REPORTS – USE THEM TO VERIFY YOUR SUBMISSIONS!!!!

I4see has provided several district reports to help you verify that the data you have uploaded for both the EOY Enrollment and EOY Academic submissions is accurate. You will be asked to confirm each set of reports before the Certification process can be completed. Following are a few tips on each of the reports:

# **Viewing the Reports**:

These reports are available at the bottom of the district review pages for the EOY Enrollment and the EOY Academic Submissions.

You can copy any of these reports to Excel. To do so:

- First, open the report\ click on edit\ click on select all\ click on copy
- Then, open Excel\click on paste. The data is much easier to view and sum in an Excel worksheet.
- Note, you will need to format for printing and sometimes may want to print Landscape rather than in Portrait.

#### **EOY Enrollment Reports**

School personnel can use these reports as they upload their school data for data verification, as most reports are summarized at the school level. Business Administrators and Central Office Personnel may wish to use these reports to confirm the accuracy of the data at the district level. The following tips point out when the data corresponds to the **A3**, **General Statistical Report** and other end of year aggregate documents.

# **➤** Grade Count: Unduplicated SASIDs per Grade

This report will allow you to quickly see the number of individual student records you have submitted for each grade by school. THIS REPORT WILL <u>NOT</u> NECESSARILY COMPARE TO ANY LINE ON YOUR A3 because it is an unduplicated count, which means we have eliminated records for the same SASID that appear more than once.

## > Entry Codes

This report summarizes the number of Entry and Re-entry codes reported in your EOY submissions. The totals on this report **should match line 1 of the A3**. By adding the appropriate grades together, you should be able to match the grade levels on line 1 of the A3 also. For example: the high school total Es and Rs on line 1 of the A3 should equal the total of the Es and Rs reported here under grades 9 + 10 + 11 + 12.

#### > Pupil Promotion

The promoted and not promoted on this report should match the **Pupil Progress Table on your A3** when the schools of the district are added together. The exception to that will be in Grade 12 where students in i4see are reported as "Completers" if promoted from this grade.

Use this report to quickly see if you have used the appropriate Promoted Indicator code for all of your students.

# ➤ ADM:MyKidsMySchools (In District Residents)

This reports by school, by grade, the ½ days attendance and absence of the students in your schools that are the financial responsibility of your district. (Remember, **this is not ALL** of the students attending in your school if you have tuition students!)

This report provides you with a way to quickly check % of attendance to see if the ½ days attendance and absence appear to be in the correct proportion. (For example, you might want to verify anything showing 85% or below for accuracy.)

# ➤ ADM:OtherKidsMySchools (Tuitioned In)

This report is also by school, by grade, and reports a summary of the ½ days attendance and absence of the students in your schools that are the financial responsibility of another school district or who are parent paid. See **ADM Student Detail:OtherKidsMySchools** for the SASIDs of the students summarized in this report.

Compare the totals reported here to the totals on the A13E&S documents that you have prepared for reporting tuition students to the State. Except for differences in rounding, the totals on this report should match what you have reported on these documents.

# ➤ ADM:AllKidsMySchools (ADM in Attendance)

This report is a summary of ½ days attendance and absence of ALL the students attending in your schools, by school, by grade. This will closely match Line 14 of the A3 report. (There will be some rounding differences.) You may find it helpful to move this report to Excel to do the sums and check division.

On this report, watch for % of attendance that falls outside the norm of 85 - 99%. This may be an indicator of a data issue. Examine the ADM count by grade to be sure that the number is reasonable compared to the number of students in that grade. Total the ADM of all grades in your school to be sure you've accounted for all your students.

## > ADM:MyKidsOtherSchools (Out of District)

As other districts upload their EOY Enrollment files, this report will provide a summary by school and by grade of the student's that are your financial responsibility who are attending schools outside of your district. This represents the students reported by **other NH public school districts on their A13E&Ss**. (Public Academies, Charter Schools, and the Alton JMA (Joint Maintenance Agreement) are included in the public school category.)

Use this report in conjunction with the report "ADM Student Detail: My Kids Other Schools" to be sure that all of the students are reported for whom your district pays tuition for them to attend other NH public schools.

You will also see reported here for any students that you have reported as tuitioned to schools out of state. If you have students attending public schools out of state or who are non-special education students attending non-public schools in or out of state, they should have been part of your EOY upload and should appear here. These non-special education students attending non-public schools will exactly match those reported on the for **A13Other.** (If you have questions on this, please call Sandy Hyslop at 271-2831.)

Special Education students attending Non-public schools (as reported on the A13N) will NOT appear on this report at this time. I4see is working with the Special Education Bureau to produce a report that your Special Services department can verify regarding these students.

## > ADM Student Detail:OtherKidsMySchools

This report is the detail, by SASID, of the students in your schools that are the financial responsibility of another school district or who are paid for by their parents or someone other than a NH public school district (for example, students coming to your school from out of state.)

This report should be comparable, student by student, to the **A13E&S** documents that you have prepared for reporting tuition students to the State.

## ➤ ADM Student Detail:MyKidsOtherSchools

This report is the detail, SASID by SASID, of the student's that are your financial responsibility who are attending outside of your district. This represents the students reported by **other NH public school districts on their A13E&Ss**. (Public Academies, Charter Schools, and the Alton JMA are included in public school category.)

See the description of the "ADM:MyKidsOtherSchools (Out of District)" for more detail.

#### **Race Counts**

This report summarizes by school, by grade, the race of all the students in your EOY upload. Use this report to quickly see if the appropriate codes were used in reporting your students.

#### > Graduate Counts

This report summarizes the number of students you have reported as high school completers. It is organized by school, by gender, by diploma type. This should match the total number of graduates reported on your A3 line 23 + 24.

#### **➤** Homeless Count

This report is a count by school of the students reported in your EOY upload as living in a homeless environment. This provides a quick check that you have reported correctly the students that fit this category at any time during the school year.

## > In School Suspensions

This reports the number of students that received in school suspensions listed by school, by the number of days they were suspended.

#### > Out of School Suspensions

This reports the number of students that received out of school suspensions listed by school, by the number of days they were suspended.

#### > % of School Week (K and PS)

This report lists by school, by grade (K or PS), the % of the time the student was in school, then the number of students in that % of time category. You can quickly tell from this report if you have correctly reported the PreSchool and Kindergarten students' % of time in school.

#### Record Detail for EOY

This report contains ALL of the records from your EOY Enrollment uploads. You may find it helpful to move this report to Excel to assist you with computing and comparing totals.

## **EOY Academic Reports**

#### > Title I Math Count

This report summarizes the records that reported the students who received Title I Math services at some time during the school year. Your Title I coordinator can quickly verify the number on this report.

## > Title I RLA Count

This report summarizes the records that reported students who received Title I Reading Language Arts services at some time during the school year. Your Title I coordinator can quickly verify the number on this report.

# **➤** Reading Recovery Count

This report summarizes the records of first graders who were reported as participating in a Reading Recovery Program at some time during the school year. Your Reading Recovery coordinator can quickly verify the number from this report. Note: If the Reading Recovery services are part of your Title I RLA funds, then the student should be recorded as both Title I RLA AND Reading Recovery.

#### > Record Detail for EOY Academic

This report contains ALL of the records from your EOY Academic uploads. You may find it helpful to move this report to Excel to assist you with summarizing and comparing totals.